

DISTRICT COURT OF THE VIRGIN ISLANDS



POSITION ANNOUNCEMENT

POSITION: Chief Deputy Clerk Type II

LOCATION: St. Thomas, U.S. Virgin Islands

SALARY RANGE: Starting JSP 13-14 (\$70,615 - \$108,483) with promotion capacity to JSP 15 (\$98,156 to \$127,604; depending on qualifications, experience, education and Salary History (Plus Cost of Living Allowance, currently 25%))

OPENING DATE: March 10, 2009

CLOSING DATE: Open until filled --- To ensure consideration application should be received by 5:00 p.m. Atlantic Standard Time on April 10, 2009

POSITION AVAILABLE: Immediately

POSITION NO.: 09-001

POSITION ANNOUNCEMENT

The Clerk's Office of the District Court of the Virgin Islands is accepting applications for a full-time, permanent **Chief Deputy Clerk** position. The Court, which is a combined District and Bankruptcy Court, serves the Territory of the Virgin Islands, composed of the islands of St. Thomas, St. John and St. Croix, and its adjacent cays. The Clerk's Office, with 25 employees, has two staffed divisional offices, the St. Thomas/St. John Division and the St. Croix Division. Each division has one district judge and one magistrate judge. In addition, the district has an active visiting judges program and a bankruptcy judge designated to handle bankruptcy cases.

POSITION OVERVIEW:

The Chief Deputy Clerk holds an executive-level position and functions under the direction of the Clerk of Court and is responsible to the Clerk of Court for the administration and management of the Clerk's Office. The incumbent assists in organizational planning and management of operations (including the court's case management/electronic case files system); develops, implements and manages district-wide projects, policies and initiatives; oversees and works closely with operational Division Supervisors, Financial Administrator and IT Manager to ensure the effective delivery of services; and oversees the administrative services staff

(training/education, personnel, finance, budget, procurement and space and facilities) and works with others to ensure that all employees are working in harmony with the mission and goals of the Court. While the Chief Deputy Clerk's position is located in St. Thomas, the incumbent travels to the St. Croix division. The Chief Deputy Clerk has regular interaction with Judges, high-level officials of other organizations and agencies, and members of the bar and public. The Chief Deputy Clerk acts for the Clerk in the absence of the Clerk.

MINIMUM QUALIFICATION REQUIREMENTS:

Interested applicants must have a minimum of six years experience; three years general and three years specialized. At least three of the six years must have been in a position of management responsibility.

General Experience

Progressively responsible administrative, professional, investigative, technical or other responsible work which provided an opportunity to gain (a) a general knowledge of management practices and administrative processes, (b) skill in dealing with others in person-to-person work relationships and (c) the ability to exercise mature judgment.

Specialized Experience

Progressively responsible experience in administrative, supervisory, managerial, or professional work, which provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

POSITION REQUIREMENTS:

Interested applicants must have a performance history that demonstrates proven skills in management practices and administrative processes and possess a working knowledge of legal terminology and procedures. In addition, interested applicants must have a performance history that demonstrates strong organizational, prioritizing and problem-solving skills; the ability to work harmoniously with others in a team-oriented work environment; and strong oral and written communication skills. Interested applicants also must have experience in successful project management including managing multiple projects simultaneously and skill in managing available resources.

Desirable Qualifications / Competitive Factors

It is desirable that interested applicants have experience in a court or legal environment. A working knowledge of the Criminal, Civil and Bankruptcy Codes and Rules and experience in office automation, including automated case management systems and general knowledge of the technical aspects of data processing, office automation, and data communications and their applications, terminology and methods also are desirable. In addition, knowledge of and progressively responsible experience in court or legal management in such areas as

training/education, personnel, finance, budget, procurement and space and facilities is desirable. A bachelor's degree from an accredited college or university is desirable. In addition, a graduate degree in accounting, judicial, public or business administration or related fields from an accredited university is desirable. Possession of a Juris Doctor degree from an accredited law school will be given consideration.

Educational Substitutions

Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one (1) academic year (30 semester or 45 quarter hours) equals nine (9) months of experience. Completion of one (1) academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field, may be substituted for one (1) year of specialized experience.

Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field--or completion of a Juris Doctor (JD) degree--may be substituted for two (2) years of specialized experience.

APPLICATION PROCEDURE:

To ensure consideration, submit applications, by 5:00 p.m., Atlantic Standard Time, by April 10, 2009, to:

**Clerk of Court – 09-001
District Court of the Virgin Islands
5500 Veteran's Dr., Room 310
St. Thomas, VI 00802-6424**

(Please note "EMPLOYMENT APPLICATION" on the outside of the envelope.)

Applicants should complete an Application for Judicial Branch Federal Employment (Form AO-78); however, a detailed resume is acceptable. A cover letter, including at least three references and salary history, should be included as well. The cover letter should indicate the position being applied for and succinctly identify how the applicant's qualifications (including desirable qualifications/competitive factors as applicable) and experience relate to the duties and responsibilities of the Chief Deputy Clerk position. Resumes or applications received without the above referenced cover letter will not be given consideration. A Form AO-78 must be completed by applicants selected for an interview.

To obtain a copy of Form AO-78, please go to www.uscourts.gov and click on 'Library' tab, and then select 'Forms'. To learn more about the District Court of the Virgin Islands and federal courts, go to the Court's website, www.vid.uscourts.gov.

OTHER INFORMATION:

The Chief Deputy Clerk position is located at Charlotte Amalie, St. Thomas.

Employees must be United States citizens or eligible to work in the United States.

The position of Chief Deputy Clerk is considered an Executive High-Sensitive position. Employment will be considered provisional pending successful completion by the selected applicant of an initial Office of Personnel Management (OPM) Single Scope Background Investigation (SSBI). Periodic updates thereafter are required every five years for the Chief Deputy Clerk who has undergone an OPM SSBI under this policy.

This position is subject to mandatory electronic funds transfer for payment of net pay.

Travel, including overnight travel, to other divisional offices is required.

Telephone inquiries are discouraged. Only well-suited applicants may be invited for personal interviews. Only those applicants selected for an interview will be contacted. The best-suited applicant will be selected. The conditions of this position announcement are subject to modification without prior notice being given. Only applicants invited for personal interview will be advised of the outcome of the applicant selection process.

EXCEPTED SERVICE APPOINTMENT; FEDERAL BENEFITS:

Employees of the District Court of the Virgin Islands are not included in the government's Civil Service classification and are **Excepted Service Appointments**. Excepted service appointments are **at-will** employees and can be terminated with or without cause by the Court. The successful applicant will be subject to a six-month probationary period and will be subject to at-will employment during this period and thereafter.

Federal judiciary employees are entitled to benefits similar to other federal employees. Benefits include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years of federal service
- Paid sick leave in the amount of 13 days per year
- Optional participation in the Federal Employees Health Benefits Program
- Optional participation in the Federal Employees Group Life Insurance Program
- Optional participation in the Federal Employees Dental and Vision Insurance Program

- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement Program
- Thrift Savings Plan
- Long Term Disability Plan Options
- Long Term Care Insurance
- Flexible Benefits Program
- Credit Union Participation

Time in service for employees of other Federal Agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The District Court of the Virgin Islands is an Equal Opportunity Employer,
<http://www.vid.uscourts.gov/>